



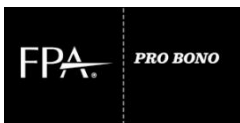
Financial Planning Workbook for Members of the Armed Forces



Brought to you by:
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About FPA

The Financial Planning Association® (FPA®) is the largest membership organization for personal financial planning experts in the U.S. and includes professionals from all backgrounds and business models. We help connect thousands of consumers to competent and ethical planners who uphold the FPA Standard of Care.

FPA members are those who commit to the highest standards of professional competence, ethical conduct and clear, complete disclosure to those they serve. They deliver advice using an objective, client-centered, ethical process. FPA membership consists of financial planners and all those who support the financial planning process. FPA's nationwide network of nearly 100 chapters encourage professional development and networking on a local level.

Why should you have a financial plan?

A sound financial plan can alleviate extra stress that occurs when a family member is deployed. Setting up good spending and saving habits allows you to have a good understanding of your financial situation. Most families have one primary person who handles all the finances. If this person is the service member in your family, the spouse needs to be aware of the family's financial situation so they can take over during deployment. In military families it is a good idea to have more than one person familiar with the finances.

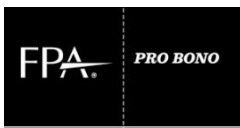
First, some tips to help military families fulfill their financial duties:

- Start immediately by developing a spending or financial plan detailing your current situation, goals and how you plan to attain your financial goals.
- Make money management and financial planning a joint effort, so you are both fully aware of debt obligations, creditors and when bills are due.
- Establish a joint checking or savings account with direct deposit that you both maintain.
- Create a joint account specific to deployment so when your spouse is away, they do not interrupt the home account and *leave* your family in a crisis if your account becomes overdrawn.
- Plan for deployment well in advance with a deployment spending plan.
- Stash the extra cash. Deployment often results in a pay increase; however you should save or invest, since it will go away when your spouse returns.
- When you are apart, use technology including phone, email, Skype, etc. to stay connected and talk through financial issues when they arise.
- Discuss how your deployed spouse wants to hear about financial issues to alleviate extra stress after a long day on patrol.

Getting Started

This workbook will provide you with worksheets and tools to organize your finances. If you try and conquer the entire packet in one night, you may become discouraged. Give yourself ample time to review and complete the worksheets. The goal is to get organized not discouraged.

Fill out personal information for every member of your family. The first worksheet will be a little time consuming. In order to complete the worksheets, you will need to compile your financial information including assets and liabilities, account numbers and contact information for each account. Once you have that information, you will be able to make adjustments to your spending and saving. You can then create goals for yourself.



FPA Web Resources
www.FPAnet.org/LifeGoals

Serving one's country is a noble and courageous commitment. It offers unparalleled camaraderie, leadership and a chance to protect and defend our nation. But for those in the military, it often means facing unforeseen financial hardship as well.

As military personnel or part of a military family, learn how you can successfully manage your finances along with the unique financial benefits entitled to you or a loved one when summoned for service.

Visit FPA's website to access resources:

Tips

- Covering Your Bases
- Financial Tips for Families of Activated Military Personnel
- Making the Most of the New Post 9-11 G.I. Bill
- Financial Basic Training for New Service Members
- Financial Tips for Military Service Members

Additional Resources

- Returning Military Need to Plan a Financial Re-entry to Everyday Life
- In Defense of the Humble Thrift Savings Plan: A Military Primer
- Financial Field Manual: The Personal Finance Guide for Military Families
- Salute to Smart Investing Brochure
- How a Financial Planner Can Help You ... and How to Choose the Right One Brochure

Government Resources

Each military service provides its own financial readiness resources while participating in the Personal Financial Management Program (PFMP), which provides classes, one-on-one counseling sessions and information. For details on services specific to each arm of the military, check out:

- The Army's AUSA Family programs
www3.ausa.org/family
- The Navy's Fleet and Family Support program
www.cnic.navy.mil/CNIC_HQ_Site
- The Marine Corps' Personal Finance Management Program
www.usmc-mccs.org/finance
- The Air Force's Personal Financial Readiness program
www.usafservices.com/Home/SpouseSupport/Finance.aspx
- The National Guard's Financial management Awareness Program
www.jointservicessupport.org/FP/Default.aspx

To obtain additional information and a summary of the Department of Veterans Affairs benefits, please contact or write:

Dept. of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

In addition, the below Web sites provide information on available benefits to military personnel and their families:

- Military.com
- National Military Family Association
www.militaryfamily.org
- Office of the Secretary of Defense - Military Compensation
militarypay.defense.gov
- Marine Corps Community Services Homepage
www.usmc-mccs.org
- National Guard Family Program Online Community
www.jointservicessupport.org/FP/Default.aspx
- United States Coast Guard - Morale, Well-Being, and Recreation (MWR) Program
www.uscg.mil/mwr
- United States Army - Pay and Benefits Information
myarmybenefits.us.army.mil/
- Small Business Administration - Military Reservist Economic Injury Disaster Loan (MREIDL)
www.sba.gov/content/military-reservists-economic-injury-loans
- Internal Revenue Service
www.irs.gov

Worksheets

Personal Data Worksheet

Use this sheet to compile the personal and financial account information for the entire family.

- Information you will need to complete the form: (Keep this sheet in a safe place)
 - Family Social Security numbers, contact information for doctor, lawyer, financial planner, accountant, children's guardian, bank, retirement and investments accounts, debts, insurance, will, and power of attorney.

Financial Goals Worksheet

Use this sheet to create short term and long term saving and spending goals. You can use this for big purchases including a house, car or higher education.

- Information you will need to complete this form:
 - Goal, cost of goal, time frame to achieve goal

Family Balance Sheet

This worksheet can be used to itemize all of your assets and liabilities. You can then calculate your net worth.

- Information you will need to complete this form:
 - Balance for the following accounts:
 - Checking, emergency fund, savings, cash value of life insurance, retirement account, stocks and bonds, mutual funds, value of home, value of cars, and other assets, mortgage, cars, credit cards, loans, taxes, and other debts

Spending Plan Current

Use this worksheet to determine how you spend money now.

- Information you will need to complete this form:
 - Income and withholdings
 - Must Have Expenses: Home, Car, Medical, Insurance, Debts, Savings, Daily
 - Want Expenses: Cable, Dining out, Hobbies, Vacation, Pet care, Gifts, Other

Spending Plan Future

Use this worksheet to determine how you can change your spending habits to reach your goals on the Financial Goals Worksheet.

- Information you will need to complete this form:
 - Income and withholdings
 - Must Have Expenses: Home, car, Insurance, debts, savings, daily
 - Want Expenses: Cable, Dining out, Hobbies, Vacation, Pet care, Gifts

Debt Management Plan

Use this worksheet to create a plan on how to pay off your debts.

- Information you will need to complete this form:
 - Each creditor: total owed, interest rate, minimum payment

Budget Worksheet

Use this worksheet to create a livable budget.

- Information you will need to complete this form:
 - All monthly expenses for the following categories:
 - Housing, Auto, Food, Technology, Clothing, Savings, Debts, Insurance, Medical Expenses, Charitable Contributions, Gifts and other expenses

Action Plan

Use this worksheet to create a timeline for your goals.

PERSONAL DATA WORKSHEET

This information is the starting point of your financial plan. It can also be a useful reference if you or someone else needs to manage your affairs following a natural disaster or other emergency.

(Note: Guard this securely if you include data like social security and account numbers or leave those sections blank.)

YOURSELF			
Full Name:		Social Security No.:	
Address:		Date of Birth:	
Phone:	Cell:	Email:	
Employer:		Work Phone:	
Other:			
YOUR SPOUSE			
Spouse Name:		Social Security No.:	
Address:		Date of Birth:	
Phone:	Cell:	Email:	
Employer:		Work Phone:	
Other:			
YOUR DEPENDENTS			
Name:	Relationship:	Date of Birth:	Soc. Security No.:
IMPORTANT CONTACTS			
Person:	Name:	Phone Number:	
Emergency Contact 1:			
Emergency Contact 2:			
Family Doctor:			
Family Doctor:			
Clergyman:			
Clergyman:			
Financial Planner:			
Tax Advisor/Accountant:			
Lawyer:			
Insurance Agent:			
Executor:			
Children's Guardian:			
Other:			

(Note: Guard this securely if you include data like social security and account numbers or leave those sections blank.)

Bank Accounts (checking, savings, money market, etc.)

Institution Name:	Phone Number:	Type of Account:	Account Number:

Retirement Accounts (401k, 403b, TSP, IRA, etc.)

Institution Name:	Phone Number:	Type of Account:	Account Number:

Investment Accounts (Stocks, bonds, mutual funds, etc.)

Institution Name:	Phone Number:	Type of Account:	Account Number:

Loans and Credit Cards

Institution Name:	Phone Number:	Type of Account:	Account Number:

Insurance

Insurer:	Phone Number:	Type of Insurance:	Account Number:
		Health	
		Auto	
		Life	
		Life	
		Homeowners/Renters	
		Liability	
		Disability	
		Long Term Care	

Estate Planning Documents

Document:	Location:	Date:
Will or Living Trust:		
Financial Power of Attorney:		
Living Will:		
Health Care Power of Attorney:		

FINANCIAL GOALS WORKSHEET

GOALS FOR 1 YEAR FROM TODAY	Dollars needed	Savings target
1.	\$	per month
2.	\$	per month
3.	\$	per month
4.	\$	per month
GOALS FOR 2 YEARS FROM TODAY	Dollars needed	Savings target
1.	\$	per month
2.	\$	per month
3.	\$	per month
4.	\$	per month
GOALS FOR 5 YEARS FROM TODAY	Dollars needed	Savings target
1.	\$	per month
2.	\$	per month
3.	\$	per month
4.	\$	per month
GOALS FOR 10 YEARS FROM TODAY	Dollars needed	Savings target
1.	\$	per month
2.	\$	per month
3.	\$	per month
4.	\$	per month

FAMILY BALANCE SHEET

Write down the value of all the things you own. For financial assets like bank and retirement accounts, that's the balance. For things like your house or car, write down how much you can sell them for.

ASSETS (Things of value that you own)	
Emergency Fund	\$
Checking Account	\$
Checking Account	\$
Savings Account	\$
Savings Account	\$
Cash Value of Life Insurance	\$
Cash Value of Life Insurance	\$
Retirement Account	\$
Retirement Account	\$
Stocks and Bonds	\$
Mutual Funds	\$
Value of Home	\$
Value of Car(s)	\$
Value of Other Real Estate	\$
Value of Personal Property	\$
Other	\$
Other	\$
Other	\$
TOTAL ASSETS	\$

Write down what you owe, such as the balance of your mortgage or credit cards, or bills that are due.

LIABILITIES (Debts and payments due to others)	
Amount Owed on Mortgage	\$
Amount Owed on Car(s)	\$
Credit Card Balance	\$
Credit Card Balance	\$
Credit Card Balance	\$
Other Bank Loans	\$
Finance Company Loans	\$
Insurance Loans	\$
Taxes Owed	\$
Other	\$
Other	\$
Other	\$
TOTAL LIABILITIES	\$

Subtract what you owe from what you own. That's how much you're worth in money terms. Don't worry about how big it is right now. Think of it as a newly planted tree that you want to grow bigger each year.

NET WORTH CALCULATION	
Value of Assets	\$
Minus Value of Liabilities	\$
NET WORTH	\$

SPENDING PLAN – CURRENT

Get out your pay stubs, checkbooks, credit card and bank statements, and write down how much you make and how much you spend now each week, month and/or year – to the penny!

INCOME	PER MONTH	WITHHOLDINGS	PER MONTH
Salary1	\$	Federal Tax	\$
Salary2	\$	State Tax	\$
Commissions	\$	Social Sec./Medicare	\$
Social Security	\$	Other	\$
Other	\$	Total Income	\$
Other	\$	Total Withholdings	\$
Other	\$	SPENDABLE INCOME	\$

A “must” expense is something you must pay each month ... or else

MUST EXPENSES	PER MONTH		PER MONTH
Home: mortgage/rent	\$	Insurance: life	\$
property tax	\$	disability	\$
insurance	\$	liability	\$
electric/gas	\$	other	\$
water/sewer	\$	Debts: credit card 1	\$
telephone	\$	credit card 2	\$
maintenance	\$	other	\$
other	\$	other	\$
Car: loan payment	\$	Savings: emergency	\$
insurance	\$	retirement	\$
gas/oil	\$	other	\$
maintenance	\$	Daily: groceries	\$
other	\$	child care	\$
Medical: insurance	\$	other	\$
doctor/dentist	\$	other	\$
prescriptions	\$	other	\$
other	\$	TOTAL “MUSTS”	\$

A “want” expense is something that makes life better but isn’t truly necessary. You can be flexible – some people would say charity or pets are “musts” – but don’t put everything you like into the “must” list

WANT EXPENSES	\$		PER MONTH
Cable TV	\$	Gifts	\$
Dining out	\$	Allowances	\$
Hobbies/Clubs	\$	Other	\$
Vacation	\$	Other	\$
Pet care	\$	Other	\$
Charity	\$	TOTAL “WANTS”	\$

If expenses are greater than income, you need to make changes – starting with a new spending plan.

SPENDABLE INCOME	\$
LESS TOTAL MUST AND WANT EXPENSES	\$
MONTHLY SURPLUS OR DEFICIT	\$

SPENDING PLAN – FUTURE

Write down where you want to direct your spending – cut back on what's not important so that you can spend more on what is important. Do this periodically, especially if your financial situation changes.

INCOME	PER MONTH	WITHHOLDINGS	PER MONTH
Salary1	\$	Federal Tax	\$
Salary2	\$	State Tax	\$
Commissions	\$	Social Sec./Medicare	\$
Social Security	\$	Other	\$
Other	\$	Total Income	\$
Other	\$	Total Withholdings	\$
Other	\$	SPENDABLE INCOME	\$

“Must” expenses are difficult to eliminate, but you may be able to reduce them. A different insurer or a smaller house may help, but these are big decisions that require care. The best way – get rid of that debt!

MUST EXPENSES	PER MONTH		PER MONTH
Home: mortgage/rent	\$	Insurance: life	\$
property tax	\$	disability	\$
insurance	\$	liability	\$
electric/gas	\$	other	\$
water/sewer	\$	Debts: credit card 1	\$
telephone	\$	credit card 2	\$
maintenance	\$	credit card 3	\$
other	\$	other	\$
Car: loan payment	\$	Savings: emergency	\$
insurance	\$	education	\$
gas/oil	\$	retirement	\$
maintenance	\$	Daily: groceries	\$
other	\$	child care	\$
Medical: insurance	\$	other	\$
doctor/dentist	\$	other	\$
prescriptions	\$	other	\$
other	\$	TOTAL “MUSTS”	\$

You don't have to cut out all “wants” – but you should pick and choose what's truly important to you.

WANT EXPENSES	\$		\$
Cable TV	\$	Gifts	\$
Dining out	\$	Allowances	\$
Hobbies/Clubs	\$	Other	\$
Vacation	\$	Other	\$
Pet care	\$	Other	\$
Charity	\$	TOTAL “WANTS”	\$

Did you break even or even achieve a surplus? Great! If not, try again.

SPENDABLE INCOME	\$
LESS TOTAL MUST AND WANT EXPENSES	\$
MONTHLY SURPLUS OR DEFICIT	\$

DEBT MANAGEMENT PLAN

List all of your creditors, the amount owed to each, the interest rates, and monthly minimum payments.

CREDITOR	TOTAL OWED	INTEREST RATE	MINIMUM PAYMENT
1.	\$	%	\$
2.	\$	%	\$
3.	\$	%	\$
4.	\$	%	\$
5.	\$	%	\$
6.	\$	%	\$
7.	\$	%	\$
8.	\$	%	\$
9.	\$	%	\$
10.	\$	%	\$
Total	\$		\$

Re-order your debts according to which you want to get rid of first. One way is from highest to lowest interest rate – that should save the most money in the long run. Another is from smallest to largest – that may help you build momentum by successfully eliminating one creditor from your list relatively quickly.

CREDITOR	TOTAL OWED	INTEREST RATE	MINIMUM PAYMENT
1.	\$	%	\$
2.	\$	%	\$
3.	\$	%	\$
4.	\$	%	\$
5.	\$	%	\$
6.	\$	%	\$
7.	\$	%	\$
8.	\$	%	\$
9.	\$	%	\$
10.	\$	%	\$
Total	\$		\$

Now attack Debt No. 1, repaying as much more than minimum as you can each month until it's gone while paying minimums on the rest. Then attack Debt No. 2. Keep going until all your debts are gone.

THE KEY TO SUCCESS – DON'T BUILD UP NEW DEBTS WHILE PAYING OFF THE OLD ONES!

CREDITOR	REPAY MORE THAN MINIMUM	REPAY JUST THE MINIMUM
1.	\$	
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Total	\$	\$

TOTAL of all debt repayments \$ (Put this in your spending plan)

Budget Worksheet

Expenses	Weekly	Monthly
Housing		
Rent/Mortgage	\$	\$
Condo/HOA fees	\$	\$
Property taxes	\$	\$
Insurance	\$	\$
Electric/Gas	\$	\$
Water/Sewer	\$	\$
Auto		
Loan payment 1	\$	\$
Loan payment 2	\$	\$
Insurance	\$	\$
Gas	\$	\$
Maintenance	\$	\$
Food		
Groceries	\$	\$
Lunch at work	\$	\$
School lunches	\$	\$
Eating out	\$	\$
Coffee/Fast food	\$	\$
Technology		
Telephone	\$	\$
Cell phone	\$	\$
Internet access	\$	\$
Cable/satellite	\$	\$
Clothing		
Self	\$	\$
Spouse	\$	\$
Children	\$	\$
Uniforms	\$	\$
Shoes	\$	\$
"Impulse Shopping"	\$	\$
Subtotal	\$	\$

Expenses	Weekly	Monthly
Savings		
401K	\$	\$
IRA or Roth IRA	\$	\$
Emergency fund	\$	\$
College fund	\$	\$
Debts		
Credit card	\$	\$
Credit card	\$	\$
Credit card	\$	\$
Student loans	\$	\$
Alimony/child support	\$	\$
Other	\$	\$
Insurance		
Life	\$	\$
Disability	\$	\$
Liability	\$	\$
Medical Expenses		
Insurance	\$	\$
Doctors/dentist copays	\$	\$
Prescriptions	\$	\$
Misc. Costs	\$	\$
Other (transportation, etc.)		
Charitable Contributions		
Church tithing	\$	\$
Donations	\$	\$
Gifts		
Birthdays	\$	\$
Holidays	\$	\$
Other		
Subtotal	\$	\$
Total Expenses Page 1	\$	

Budget Worksheet

Expenses	Weekly	Monthly
Children		
Daycare	\$	\$
Babysitting	\$	\$
School fees/tuition	\$	\$
Books/supplies	\$	\$
Allowance	\$	\$
Pets		
Vet bills	\$	\$
Pet food	\$	\$
Groomer fees	\$	\$
Regular medication	\$	\$
Misc. (boarding, toys, etc.)	\$	\$
Vacations/Travel		
Transportation	\$	\$
Lodging	\$	\$
Meals	\$	\$
Entertainment	\$	\$
Other	\$	\$
Subtotal		
	\$	\$

Expenses	Weekly	Monthly
Entertainment		
Movies/movie rental	\$	\$
Beer, wine, and liquor	\$	\$
Concerts	\$	\$
Sporting events	\$	\$
Books/magazines	\$	\$
Cigars/cigarettes	\$	\$
Hobbies		
Registration fees	\$	\$
Uniforms	\$	\$
Equipment	\$	\$
Other (supplies, travel, etc.)	\$	\$
Personal		
Haircuts/Color	\$	\$
Cosmetics	\$	\$
Other	\$	\$
Other		
	\$	\$
	\$	\$
	\$	\$
Subtotal		
	\$	\$

Expenses Side 1		
Subtotal Column 1	\$	\$
Subtotal Column 2	\$	\$
Expenses Side 2		
Subtotal Column 1	\$	\$
Subtotal Column 2	\$	\$

Total Expenses (Both sides all columns): \$

Action Plan

A plan that isn't executed is worthless, so get going! Just don't try to do everything at once. Look over your goals, break them down into bite-sized tasks, assign due dates, and write everything down. (Just like with goals, writing down tasks and due dates make them more real.) One task might be gathering all your family's financial information. The next might be talking with your family about your spending plan. The next might be checking your credit report or opening a retirement account. Be realistic about how much you can do by when and space out your tasks over the course of a few months or a year. Review your entire list periodically. And when you complete a task, check it off and pat yourself on the back!

Tasks	Due Date	Completed
1.	/ /	/ / <input type="checkbox"/>
2.	/ /	/ / <input type="checkbox"/>
3.	/ /	/ / <input type="checkbox"/>
4.	/ /	/ / <input type="checkbox"/>
5.	/ /	/ / <input type="checkbox"/>
6.	/ /	/ / <input type="checkbox"/>
7.	/ /	/ / <input type="checkbox"/>
8.	/ /	/ / <input type="checkbox"/>
9.	/ /	/ / <input type="checkbox"/>
10.	/ /	/ / <input type="checkbox"/>
11.	/ /	/ / <input type="checkbox"/>
12.	/ /	/ / <input type="checkbox"/>
13.	/ /	/ / <input type="checkbox"/>
14.	/ /	/ / <input type="checkbox"/>
15.	/ /	/ / <input type="checkbox"/>



For more information and resources about the financial planning process, please visit:

www.FPAnet.org

To identify a financial planner, please visit:

www.FPAnet.org/PlannerSearch

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